

Minutes not yet  
approved. Approval  
and any edits made in  
succeeding minutes.

**The Brookfield Library  
Regular Board of Trustees Meeting**

Wednesday, February 23<sup>rd</sup>, 2022

7:00pm (Community Room of Library)

Minutes

**1. Call to Order** – The meeting was convened at 7:00pm by Chair C. Cumberton

Present:

*S. Slater is absent  
with prior notice.*

☒ Chair C. Cumberton    ☒ Vice Chair B. McIlvaine    ☒ Treasurer C. Lasser  
☒ Secretary A. Carolan    ☒ J. Pineda.    ☒ L. Ruggiero    ☒ C. Sarmiere  
☐ S. Slater    ☒ Library Director T. Wehking    ☒ Recording Secretary C. Sebastian

Other: \_\_\_\_\_

**2. Public Comment** – None

**3. Correspondence Received** – Board received an email from Liza Voris, expressing John Voris' thanks and best regards to the Library Board.

**4. Additions to the Agenda** – T. Wehking added discussion of “*Board Email Addresses*” under “9. New Business”.

**5. Approval of Minutes** –

- a. Regular Meeting on January 26<sup>th</sup>, 2022 – A. Carolan motioned an approval of the January 26<sup>th</sup> minutes, with no edits. L. Ruggiero seconded and the vote was carried unanimously.

**6. Treasurer's Report** – None

**7. Director's Report** –

- a. Building & Grounds – The downstairs ADA bathroom project, led by Public Works, is making headway. Meetings were held to determine the feasibility of turning the bathrooms ADA compliant, including a ramp and doorway, without losing additional space. Timeline for installation has not been determined yet.
- b. Programs & Statistics – Due to rising covid-19 cases, January programs were virtual and will continue to be virtual throughout February. Jennifer, Head of Information Technology Services, was contacted by an UCONN mechanical engineering student to help develop a 3D rocket model using the library's 3D printer. The student is a member of the American Institute of Aeronautics and Astronautics (AIAA), the UCONN branch, and members are to create a SpaceX inspired 2ft model rocket.

**8. Old Business** –

- a. Committees
- i. New Library – Update on hold until Board of Selectman meeting, on March 7<sup>th</sup>.

- ii. Strategic Planning – A. Carolan gave a progress update. Next meeting is scheduled for March 15<sup>th</sup>.
  - iii. Naming Rights – C. Sarmiere gave a brief update. L. Ruggiero asked if there's a differentiation on naming rights if donations are allocated to a different entity, such as the Library Foundation or Friends of the Library. Discussion was held. C. Lasser is to research if such discrepancy exists.
- b. Policies
- i. Material Selection (Policy 500) – Postponed.
  - ii. Mask Policy – Discussion was held. **B. McIlvaine made the following motion:**  
*“I move that the Brookfield Library Board policy to require masks inside the Library adopted 22 September 2021 effective on March 1, 2022 shall be suspended until the Board takes further action on the policy, for the purpose of making mask wearing within the Library optional in response to the statewide elimination of mask mandates. Masks shall not be required to be worn by individuals inside the Library unless otherwise required by law, regulation, or by other legislative or executive order. The Board will review this suspension every two months.”*  
**L. Ruggiero seconded.**  
  
**J. Pineda motioned to amend the motion on floor with the following edits:**  
*“22 September 2021” → “September 22<sup>nd</sup> 2021”*  
*“The Board will review this suspension every two months.” → “The Board will review this suspension every board meeting, or as needed”*  
**A. Carolan seconded, and the amendment was accepted unanimously.**  
  
**A vote was taken on the amended motion:**  
*“I move that the Brookfield Library Board policy to require masks inside the Library adopted September 22<sup>nd</sup> 2021 effective on March 1, 2022 shall be suspended until the Board takes further action on the policy, for the purpose of making mask wearing within the Library optional in response to the statewide elimination of mask mandates. Masks shall not be required to be worn by individuals inside the Library unless otherwise required by law, regulation, or by other legislative or executive order. The Board will review this suspension every board meeting, or as needed.”*  
**The motion passed as amended, with six votes in favor and one against.**
  - c. Budget – Discussion was held. **A. Carolan motioned to reduce line item, “Office Supplies,” by \$200. J. Pineda seconded, and the vote was carried unanimously.**

## 9. New Business –

- a. Board Email Addresses – T. Wehking brought up a possible issue regarding personal email addresses being used to communicate between board members. Discussion was held. L. Ruggiero is to look into the technicalities of personal email addresses and Freedom of Information requests.

## 10. Announcements – None

**11. Executive Session to Discuss Personnel** – *C. Cumberton motioned to enter executive session to discuss personnel at 8:17pm with present board members and T. Wehking, Library Director. L. Ruggiero seconded and the vote was carried unanimously. Executive session ended at 9:08pm. No actions were taken during executive session.*

**12. Return to Regular Session**

**13. Consideration of Motions if Any** – None

**14. Public Comment** – None

**15. Adjourn** – *L. Ruggiero motioned to adjourn the meeting at 9:09pm, seconded by A. Carolan and the vote was carried unanimously.*

Respectfully Submitted,

Clair Sebastian  
Recording Secretary